



County of San Diego, Planning & Development Services
**DMV FORM - PROPERTY USE
VERIFICATION FOR VEHICLE DEALER'S
LICENSE**
ZONING DIVISION

ZONING PROCEDURES

1. If the use regulation allows Automotive and Equipment: Sales/Rentals, Light Equipment, as defined by Section 1430(h) of the County Zoning Ordinance, and the site does not have any special area designators that require the preparation/approval of a Site Plan, then the form may be signed off. Complete and attach [PDS-213](#) to the DMV issued form.
2. If the use regulation allows the above use, but the subject parcel is subject to a Special Area Designators (B, D, S, etc), then a Site Plan is required. A waiver of the Site Plan requirement may be requested pursuant to the following procedures:
 - A. Customer shall submit a plot plan (8 ½' x 11') showing the following:
 - Complete lot, incl. measurements (to scale);
 - all customer parking spaces;
 - all display spaces;
 - footprint of structure/office (and any other existing structures/uses);
 - existing and proposed Landscaping;
 - Sign(s) location and size/square footage.

If the plot plan does not correctly indicate the required information, the DMV application will be rejected. The plot plan information is essential and necessary for the review/approval process (see sample plot plan).

Additionally, customer must submit color photographs of the site (taken from the Street), showing the whole site, all signs, office(s) and display/parking spaces.

- Customer shall submit the above requirements to PDS Zoning, located at:
5510 Overland Avenue, Suite 110, San Diego, CA 92123.
- B. County shall verify that any existing use is a legal use on the site.
 - C. After all the above is completed to the satisfaction of Planning & Development Services (PDS), the waiver request will be faxed to the appropriate community Design Review Board for their review and consideration. Subsequent to the Design Review Board's consideration of the design waiver, the Board will transmit their recommendation to Planning & Development Services. If, however, a recommendation is not received from the Design Review Board within 45 days from the date of the faxed transmittal, the Director may act on the applicant's waiver request without Board input.
 - D. If a recommendation is received from the Design Review Board, the Director of PDS will make a final decision on the waiver within 30 calendar days.



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3. If the above design waiver procedures are not followed, then a Site Plan application must be submitted and processed by PDS.

NOTE: This procedure does not apply to the following uses as defined by the DMV: Vehicle Auto-Broker (office and sign only, no retail sales) or Vehicle Dealer- Wholesale Only (no retail sales, if office is in an existing building). Although these uses may not require the preparation/approval of the Site Plan, they may qualify as a Home Occupation pursuant to Section 6156(m) of the County Zoning Ordinance.

See Sample Plot Plan - Next Page



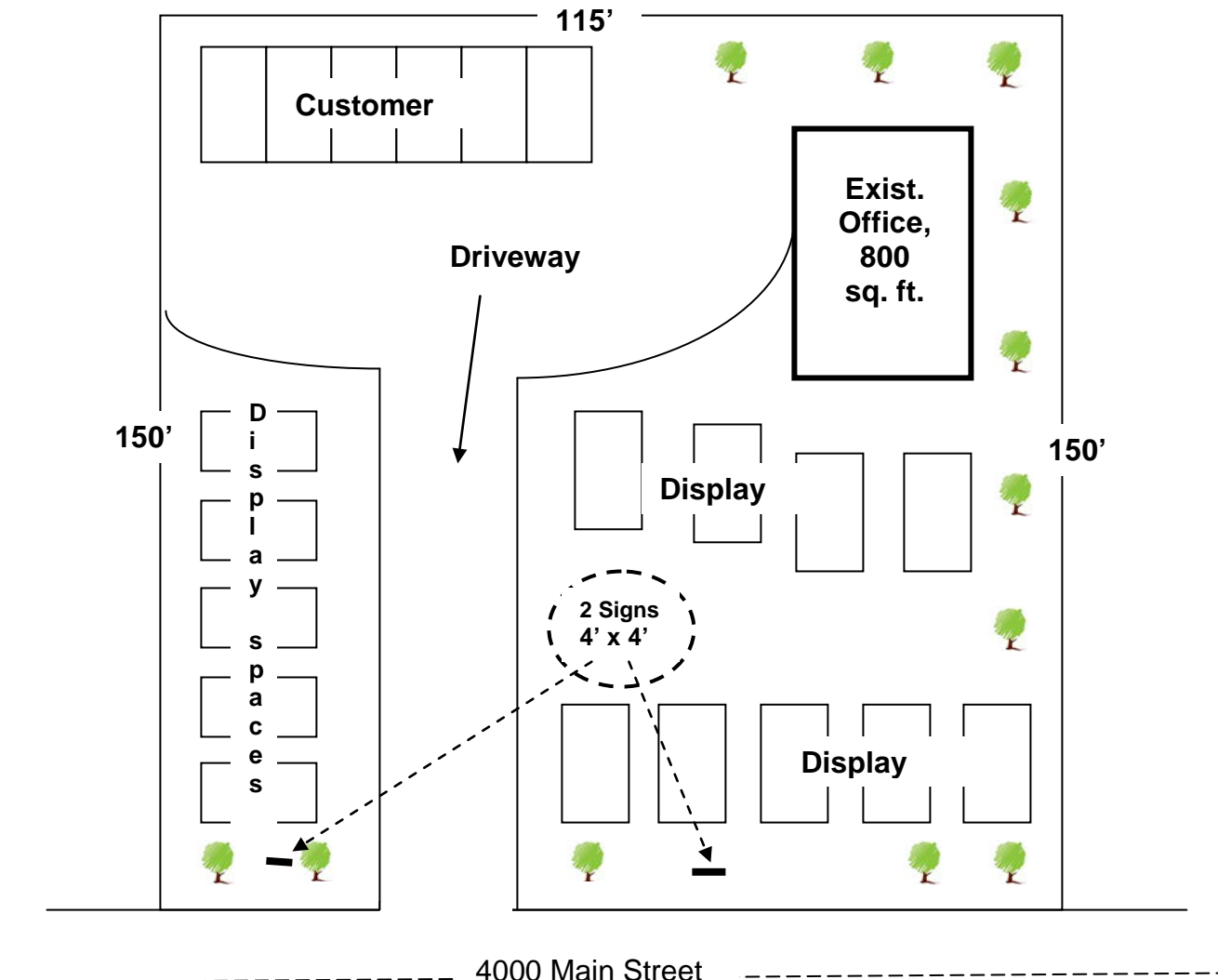
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Continued

Sample Plot Plan (not to scale)

Customer must submit a plot plan (8 ½' x 11') showing the following:

- Complete lot, incl. measurements (to scale);
- all customer parking spaces;
- all display spaces;
- footprint of structure/office (and any other existing structures/uses);
- existing and proposed Landscaping;
- sign(s) location and size/square footage.

If the plot plan does not correctly indicate the required information the DMV application will be rejected. The plot plan information is essential and necessary for the approval process (see sample plot plan below).



Additionally, customer must submit color photographs of the site (taken from Street), showing the whole site, all signs, office(s) and display/parking spaces.